

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services



RICHARD A. STEFANI
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

ADMINISTRATIVE ASSISTANT II
Position # 0068

Under the direction of the Clerk of the Court, this position provides administrative support for the Supreme Court Clerk's Office as needed. The incumbent is responsible to provide administrative support services to management and deputy clerks, using independent judgment and personal initiative to perform a variety of duties. Typical duties include maintaining records and files; data entry; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; stocking supplies and equipment; reviewing and processing forms and other documents; updating exhibit list, entering data in computer equipment, opening, sorting and distributing mail, scanning documents into an electronic document managing system, closing out stipulated dismissed cases; retrieving records, files and exhibits when requested by court staff and public; operating office equipment such as copiers, computers, calculators, facsimile machines, printers, and other equipment; and performs related duties as assigned. This position will also be responsible for the recording of court proceedings and posting to the Supreme Court's Website. This position is located in Carson City.

Education and Experience: High School Diploma or equivalent education and 2 years of progressively responsible relevant work experience which includes one or more of the following areas: maintenance of complex records and files; public/customer relations; assisting staff and management with projects and activities; OR 1 year as an Administrative Assistant I in Nevada State Service; OR an equivalent combination of education and experience.

Salary Range: \$30,484 - \$34,389 DOE, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

via e-mail to: clerksofficeadminassist@nvcourts.nv.gov

via fax to: (775) 684-1777

The deadline to submit applications is Friday, April 15, 2016. Applications received after 5:00 p.m., on this date, will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Officer at 775.684.1744.